Grant Preparation Worksheet
General – All Applicants

This lists the information that *all* applicants need to submit. Also review the *Grant Preparation Worksheet* for the particular type of grant(s) you will apply for:

- **Arts Learning Project** (www.azarts.gov/guide/arts_learning_worksheet.pdf)
- **Arts Link to Tourism and the Economy** (www.azarts.gov/guide/alte_worskheet.pdf)
- **General Operating Support** (www.azarts.gov/guide/gos_worksheet.pdf)
- **Project** (www.azarts.gov/guide/projects_worksheet.pdf)

Begin collecting this information, and composing your narrative responses, now. We strongly recommend you DO NOT compose your responses directly in the EGOR system. Collect your answers, proof your narrative, make sure it is the right length, and that all your information is complete. THEN log into EGOR. Fill out your answers, and cut-and-paste your narrative text into the system.

- **Thursday, March 23, 2006:** Grant Online Submission Deadline and Postmark/Upload Deadline for Supplementary Materials, if Required. Descriptions of these supplementary materials appear in the *Guide to Grants* (www.azarts.gov/guide/supplementary_materials.htm), and instructions on electronically uploading or mailing/delivering them will appear in EGOR before you submit your electronic application.

* indicates a REQUIRED piece of information. The system will not allow you to input more characters than the stated limit.

There is a limit to the length of narrative responses; guidance regarding the length is provided and lists the maximum number of characters including spaces. Where possible, we have expanded the length from last year. When composing your narrative text, use upper and lower case letters (not all caps). Formatted text will not be accepted (you cannot bold, italicize or underline text, or change the font style/size). We recommend creating your narrative in your own word processor and saving it; then you can cut-and-paste into the EGOR system.

Some information is for our internal use – for state and federal reporting requirements, and to help us better understand and serve the arts field and the public – and is not used in the panel review. Some information addresses the review criteria, for the panel to use.

Organization Account Profile

Update (if you've created a profile in the past) or create a short Account Profile before initiating any grant applications. If your organization is part of a college/university, city department, or a division of a larger entity that usually submits multiple applications, one person at your institution needs to be designated as the primary individual responsible for the Account Profile. Refer them to this information NOW so they can be ready to create the Profile as soon as EGOR launches. This primary user will be able to create a sub-account for you (with your own User Name and Password) that will allow you to create/manage your applications and grants.

- ❑ **Organization Name***
- ❑ **Doing business as** *(if applicable)*
- ❑ **Employer Identification Number*** *(9-digit number supplied to all organizations by the Internal Revenue Service)*
- ❑ **Tell us if you will be using a Fiscal Sponsor or serving as a Fiscal Sponsor** *(for more information, go to www.azarts.gov/guide/glossary.htm)*
- ❑ **School District (for K-12 schools only)**
- ❑ **CTDS (for K-12 schools only) or 3-digit suffix (for universities, community colleges and state agencies only)**
- ❑ **D-U-N-S Number** *(a separate 9-digit identifier for single business entities, assigned by Dun & Bradstreet upon request. Though not required, we request that all Arizona artists and arts/creative*

business and organizations file for a D-U-N-S number; this registry is used to accurately track the size, scope and impact of the creative industries in Arizona's business sector. For more information, visit http://www.artsusa.org/services/research/ri_article.asp?id=1527

- **User Name*** *(a name you select)*
- **Password*** *(a password to allow access to your profile and applications – anyone in your organization who will be working on the grant application or reporting should use the same User Name and Password)*
- **Email Address***
- **Mailing Address*, City*, Zip Code***
- **Street Address** *(if different than mailing address)*
- **Organization Phone Number***
- **Alternate Phone Number** *(such as the direct line of the Project Director)*
- **Fax Number**
- **Web Address** (URL)
- **Your Name*, Title*, Phone Number*, Email Address***
- **Authorizing Offical's Name*, Title*, Phone Number*, Email Address***
- **Arizona Legislative District Number***
- **US Congressional District Number*** *(If you don't know your district numbers, visit www.AZCitizensForTheArts.org. You will need your zip code+four to look up your districts).*
- **Your organization's primary arts discipline** *(a list is provided, such as dance, visual arts; if more than one, list multidisciplinary)**
- **Your organization's tax status** *(Nonprofit organization, government, or unincorporated using a fiscal sponsor)**
- **What is your organization's type?*** *(a list is provided, such as performing group, literary magazine, gallery/exhibit space, middle school, etc.)*
- **What is the start and end date for your organization's fiscal year?***
- **When was your organization formed?** *(Year, and date if possible)*
- **When was your organization incorporated?** *(Year, and date if possible)*
- **Organization's mission statement*** - up to *840 characters including spaces. This should be the mission statement formally adopted by your Board and which is the core of your formal or informal planning process.*
- **Organization's race/ethnicity*** *(the federal race/ethnicity designation which best represents 50% or more of the organization's staff, or board, or membership (not audience – choose from Asian, Black/African American, Hispanic/Latino, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, White, or No Single Group)*
- **Are your facilities, programs, and/or communications accessible to people with disabilities?*** *(see www.azarts.gov/accessibility to review what constitutes accessibility)*
- **If not, will you develop and implement a plan with (Commission assistance) to achieve accessibility?**

If you have questions or need more information, call the Arizona Commission on the Arts at (602) 255-5882.